

**INDIVIDUALS NOT LISTED ON THIS FORM WILL NOT BE GRANTED ACCESS!
FORM MUST BE FILLED OUT AND RETURNED TO YOUR RECRUIT [POSTMARKED] WITHIN
SEVEN DAYS OF RECEIPT!**

MEMORANDUM

From: _____
(RECRUIT'S NAME: LAST, FIRST MIDDLE INITIAL)
SHIP/DIV: ____/____ Projected Graduation Date: _____
To: Security Department, Recruit Training Command
Via: Security Officer, Naval Station Great Lakes
Subj: RECRUIT TRAINING COMMAND (RTC) VISITOR REQUEST LETTER
Ref: (a) NSGLINST 5530.1

1. Per reference (a), in preparation of your visitors RTC graduation attendance, all visitors should be listed below. I understand that all US Citizens/ Resident Aliens listed will have a criminal background check. All Non-US Citizens/Resident Aliens will be considered for installation access on a case-by-case basis. I shall **NOT** knowingly request access for individuals meeting any of the following restrictions, including:

- a. An outstanding warrant, current probation/parole or a registered sex offender;
- b. Any narcotics related offense within the last 10 years, and/or
- c. Any other serious offense.

2. I hereby request the following, not more than four individuals, be granted access to RTC Great Lakes:

PRINT OR TYPE ONLY (MUST BE LEGIBLE OR ACCESS WILL BE DENIED)

1.	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>State ID Number</u>	<u>State</u>	<u>DOB (MM/DD/YR)</u>
	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip code</u>		<u>Email Address</u>
2.	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>State ID Number</u>	<u>State</u>	<u>DOB (MM/DD/YR)</u>
	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip code</u>		<u>Email Address</u>
3.	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>State ID Number</u>	<u>State</u>	<u>DOB (MM/DD/YR)</u>
	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip code</u>		<u>Email Address</u>
4.	<u>Last Name</u>	<u>First Name</u>	<u>MI</u>	<u>State ID Number</u>	<u>State</u>	<u>DOB (MM/DD/YR)</u>
	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip code</u>		<u>Email Address</u>

3. It is my responsibility to notify my guests of any changes in my training status which may affect my graduation date. I will recommend that they purchase refundable/transferrable tickets because my graduation date may change. I will also inform all guests that they are required to maintain their valid photo ID and Pass at all times.

Recruit's Signature

Copy to:
File
RTC (SECURITY)
NAVSTA GREAT LAKES (N3AT)

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